



**SASURIE COLLEGE OF ARTS & SCIENCE**  
Recognized with UGC 2(F) & 12(B) Status  
Affiliated to Bharathiar University  
Vijayamangalam, Tirupur 638 056

## **CODE OF CONDUCT**

All the students and staff in Sasurie College of Arts & Science are expected to adhere to the Code of Conduct, Rules and Regulations.

### **STUDENTS**

1. Students are expected to attend the College neatly dressed maintaining decorum.
2. Students should wear their identity cards every day. ID Cards should be produced on demand.
3. Usage of mobile phones is prohibited during the class hours. If any student is found using the mobile phone, it will be seized and will be handed over to the Disciplinary Committee.
4. Absolute silence should be maintained while moving from classroom to Laboratory/Library/Seminar Hall and while returning.
5. Students should not sit on the steps or staircases.
6. Writing, scribbling, painting on the walls, desks and littering are strictly prohibited.
7. Students found guilty of damaging or destroying the College property should replace the same at their own cost.
8. Ragging is an offence. Any student found guilty of ragging will be dismissed from the College.
9. Students found consuming drugs or liquor will be dismissed from the College.
10. Students should not participate in Political and Anti-secular activities.
11. Students found guilty of using foul language or behaving rudely shall be expelled from the college.
12. Students are responsible for the safety of their belongings. The College is not responsible for any loss.
13. Students are directed to look up the notice board every day.
14. Students are advised to avoid the usage of plastic products inside the campus.

  
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15. Conservation of water, clean and hygienic practices should be strictly followed.
16. The Campus is under CCTV surveillance and movements of students are monitored.
17. Students using two wheelers should wear helmet and possess driving license, failing which they will not be permitted to park their vehicles in the Campus.
18. Students those who do not have good conduct and behavior shall be sent out of the College at any time during the course of their study.

### **TEACHING AND NON-TEACHING STAFF**

1. Every teacher should try to preserve and promote the dignity and solidarity of the profession.
2. Every employee shall abide by and comply with the Regulations and Rules framed by the Management and as amended from time to time, and all orders and directions of his/her superior authorities.
3. No Teaching/ Non-Teaching staff shall absent themselves from their duties without prior permission.
4. No Teaching/ Non-Teaching staff shall engage directly or indirectly in any trade or business. In case of any remunerative work like tuition, prior permission in writing shall be obtained from the College authorities.
5. The faculty has to desist from entering into unhealthy arguments of any kind and adopt a posture of contradiction with the superiors and elders.
6. Employees should scrupulously avoid smoking, chewing betel leaves, and such other undesirable habits in the presence of students and within the precincts of the College.
7. The faculty has to avoid using harsh and slang language on the premises.
8. The use of mobile phones on campus during working hours is strictly forbidden.
9. A Teaching/Non-Teaching staff when involved in criminal proceedings shall inform the Management of such proceedings.

  
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## OFFICE ADMINISTRATION

1. Attending 6 days a week and whenever required to perform their duties.
2. All matters related to UGC/University to be checked, corrected and make available to the Principal & the Management.
3. Maintaining the list of students having fee arrears and taking appropriate follow-up as per the direction of the Administrative Office.
4. Assisting the purchase of the departments by inviting quotations from different vendors and doing a comparative study on price and quality before the purchase. The Purchase order shall be placed after the due approval of the Management.
5. Avoid irrelevant discussion during office hours.
6. Rendering service to other functions within the organization.
7. Efficient housekeeping & catering requirements for guests/employees.
8. Planning, sourcing, and maintenance of Transport.
9. Liaison works with all Government Offices and Public.
10. Maintenance and supervision of all Office and Academic records.

## GENERAL

1. Working Timings:

Students	09.00 AM to 03.00 PM
Teachers	08.50 AM to 04.30 PM
Non-Teaching Staff	08.30 AM to 05.00 PM

2. Students should not avail leave on their own without prior permission. If any student has to leave the College during working hours, he/she has to move with official sanction.
3. Every student must secure a minimum attendance of 75% for every semester to write the End Semester examinations.

  
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4. The Examination system consists of two parts. The first part is Continuous Internal Assessment (CIA) and the second part comprises of End Semester Examination (ESE), under Choice Based Credit System. Two Continuous Internal Assessments and a Model Examination will be conducted for each course in a Semester.
5. The tuition fee has to be paid on or before the due date in each semester. Defaulters shall be removed from the nominal roll.

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